

Summer School HANDBOOK



Table of Contents

ESSER Funded Summer Program	2
<i>Application Requirements/Attendance Reporting Requirements/Transportation</i>	<i>2</i>
Regular Summer School Program Policies and Standards.....	3
<i>Introduction/Minimum Clock Hours/Title I Summer School Hours/Extended School Year Hours/Application Due Date.....</i>	<i>3</i>
<i>Flexibility in Programming/Close Date/Curriculum/Unallowable Courses</i>	<i>4</i>
<i>Partnering with Community Summer Programs/Service Provider/Grade Level</i>	<i>5</i>
<i>High School Credit/Credit Recovery/End-of-Course Assessments/Extended School Year.....</i>	<i>6</i>
<i>Virtual and Electronic Programs/Instructional Activities/Field Trips/School Health Services</i>	<i>7</i>
<i>Planning Time/Teacher Certification/Reading Remediation/Core Data MOSIS Requirements/State Aid and Other Payments for Summer School Programs/Membership and Attendance – Resident Students</i>	<i>8</i>
<i>Membership and Attendance – Nonresident/Attendance – Multi-District Enrollment Prohibited/Charters and Nonresident Students/Attendance Records and Reporting/Payment for Virtual Courses</i>	<i>9</i>
<i>Transportation/School Food Services.....</i>	<i>10</i>
APPENDIX A – Special Education Extended School Year Services.....	11
<i>Extended School Year for Students with Disabilities/Eligibility/State Aid/Transportation/Transportation for Early Childhood Special Education</i>	<i>11</i>
APPENDIX B – Core Data Screen 24A – Summer School Application	12
APPENDIX C – Core Data Screen 24 – Summer School Courses and Enrollment	13
APPENDIX D – Core Data Screen 16 – Enrollment, Membership and Summer School	14
<i>August Cycle</i>	<i>14</i>
APPENDIX E – Summer School Finance	15
<i>Summer School for the 2022-23 Payment Year</i>	<i>15</i>
<i>Summer School Revenue Calculations.....</i>	<i>16</i>
<i>Estimated Summer School Average Daily Attendance Sample Calculation/Estimated Basic Formula Revenue Calculation/Estimated Summer School Prop C Revenue/Total Estimated Summer School Revenue</i>	<i>16</i>
APPENDIX F – Summer School Transportation.....	17
<i>Provisions for Extended School Year Transportation of Students with Disabilities/Regular Summer School Transportation Expense.....</i>	<i>17</i>
APPENDIX G – Summer School Child Nutrition Programs.....	18
APPENDIX H – Charging Fees and Issuing Credit for Summer School Attendance.....	20
APPENDIX I – Summer School Cooperative Education.....	21
<i>Summer School Program Requirements/Updated Requirements/Reporting</i>	<i>21</i>
APPENDIX J – ESSER Summer School Attendance – Reporting Guidelines.....	22
APPENDIX K – Summer School Timeline	24

ESSER Funded Summer Program

In consideration of the ongoing effects of the COVID-19 Pandemic, the Department of Elementary and Secondary Education (DESE) will continue to provide local education agencies (LEAs) with as much flexibility as possible to ensure that the needs of students can be addressed. This includes the use of ESSER local funds for summer school programs.

Elementary and Secondary School Emergency Relief (ESSER) Funding for Summer School Programs

LEAs may use ESSER funds to support summer school programs to the extent that such expenditures are incurred to prevent, prepare for, and respond to COVID-19 and the costs are reasonable and necessary. *LEAs who use ESSER funds for all summer school or all remedial program expenses may not claim Average Daily Attendance (ADA) for those same services. LEAs cannot be paid twice for the same supplemental service.*

Application Requirements for ESSER-funded Summer Programs

LEAs operating ESSER summer school sessions **must complete Screen 24A – Summer School** application program information:

- Select the building(s) where the ESSER summer program(s) will take place.
- In the ESSER Column, click “Yes”.
- Enter the estimated enrollment, grade spans and dates of operation, etc. of the ESSER program.

Please note that ESSER summer programs are not subject to any minimal hours of operation.

Attendance Reporting Requirements for ESSER Summer Sessions

Please note [Section 167.227, RSMo](#) requires that summer programs funded wholly by federal money (includes ESSER funds) may not serve students from other LEAs. *LEAs are to report students who attended programs fully funded by ESSER in the August MOSIS file with ZERO attendance hours* (See [Appendix J](#) for reporting guidance).

Transportation

Summer school transportation and transportation to support supplemental instruction during the school year are allowable uses of ESSER funds. Any student transportation expenses funded under the Coronavirus Aid, Relief, and Economic Security Act/Coronavirus Response and Relief Supplemental Appropriations Act/American Rescue Plan Act programs should be coded to Function Code 2558 – Non-allowable Transportation to avoid double claiming for reimbursement. The miles associated with these costs should not be reported on the Application for State Transportation Aid.

Please familiarize yourself with the [guidelines](#) of these ESSER programs. Additional [Coronavirus Relief Information](#) can be found on DESE’s website.

Regular Summer School Program Policies and Standards

This handbook is designed to provide local education agencies (LEAs) with references to the applicable statutes, rules, and policies governing the application and operation of a state-funded summer school program. It is imperative that all summer school administrators and staff responsible for completing the application thoroughly read and understand the program guidelines.

Introduction to Missouri Summer School Programs

LEAs may use extended learning opportunities aligned to the Missouri Learning Standards (MLS), including summer school, to improve the academic performance of students. LEAs may hold summer school programs any time between the close of the regular school term and the beginning of the next regular term. Those LEAs with a year-round regular term schedule may conduct an approved component of summer school during the breaks in the regular term. Summer school programs are not mandatory and student attendance cannot be required, except in cases of student promotion conditioned on remediation ([Section 167.645.4, RSMo](#)). LEAs may use summer school programs to provide a variety of academic content to students.

Minimum Clock Hours

DESE will approve summer school programs for state aid if the program consists of:

- A planned schedule of course offerings for students at the elementary and/or secondary level that operates between the close of the regular school term and the beginning of the next regular term;
- A summer school term for students that is in session for at least 120 clock hours; or
- A combination of a typical sixty (60) hours of instruction offered at the elementary level combined with sixty (60) hours of instruction offered at the secondary level for a total of 120 clock hours. If needed, the clock hours of special education extended school year (ESY) programs may be combined with the regular summer school hours to reach the 120 clock hour requirement.

Note that no individual course or segment of an approved summer school program, other than special education programs, may consist of less than 30 clock hours of classroom instruction. The local board of education or charter governing board must approve all summer programs, excluding Extended School Year (ESY), prior to the LEA submitting an application to DESE. ESSER summer programs are not subject to any minimal hours of operation.

Title I Summer School Hours

Title I summer school hours may **not** be used in the combination method. Prior to obligating ESEA federal funds for summer services, an approved Title I.A Summer School Plan is required and due to Federal Programs ESEA Finance by **April 30** of the program year. The Title I.A Summer School Plan is located in the ESEA Consolidated Budget Application ([Federal Programs Website](#)).

Extended School Year Hours

ESY programs for disabled or severely disabled pupils, as required by an Individualized Education Program (IEP), are exempted from the 120 clock hours of instruction for a minimum summer school offering. There is no clock hour requirement for ESY programs. However, LEAs may combine ESY hours with regular summer school hours to meet the minimum of 120 clock hours, if necessary. Otherwise, ESY programs and hours are not reported on the Summer School Application.

Application Approval and Due Date

In order to be approved, an LEA must submit its application for summer school to DESE on or before **June 2, 2023**. See [Appendix K](#) for all summer school deadline dates. The application is part of the Core Data system, Screen 24A. See [Appendix B](#) for specific instructions.

Flexibility in Programming

LEAs have the option of using a flexible schedule, operating a summer school program when conditions permit within a wide time frame. If the LEA chooses to use a flexible schedule, the “Days Not in Session” column must be completed for each program line on the application in order for the computation to generate the actual instructional hours in the “Total Hours in Session” column.

For example – An LEA knows that they would like to operate a 3-week, 15-day summer school for elementary and high school, sometime between the end of the regular school year (May 13, 2023) and the beginning of the new school year (August 29, 2023). There are 73 school days possible in the time span, so the calculation for the number of “Days Not in Session” would be $73 - 15 = 58$ days. Then the summer school application would be completed as usual, with Start Date as 5/16/2023 and End Date as 8/26/2023 and entering 58 as the number of “Days Not in Session”. This will provide the LEA with the flexibility to *choose specific dates of operation within the expanded calendar window whenever circumstances permit*.

Close Date

It is recommended that summer schools close in sufficient time for LEAs to meet the **August 15** due date of the **August Student Enrollment and Attendance** file in MOSIS. Timely submission of the data enables the School Finance Section to calculate the additional ADA generated by summer school and ESY students and adjust LEA state aid payments. **Please see [Appendix D](#) for guidance submitting ESSER attendance hours in the DESE August submission.** To view a sample of Screen 16, please refer to [Appendix D](#).

Curriculum

An approved summer school program, at any level, must include one or more of the following academic areas as the major portion of the clock hours of instruction in the program: elementary school – language arts, mathematics, science, and/or social studies; and high school – language arts, mathematics, science, social studies, fine arts, and/or practical arts. The curriculum should align with the curriculum used during the traditional school year and Missouri Learning Standards (MLS).

DESE will approve any course that an LEA offers during the regular school term as part of the summer school program, except those noted below. If DESE requires special approval for a course during the regular school year, an LEA must also request similar approval for the course in summer school.

Unallowable Courses

LEAs may **not** count the following in their summer school attendance and they may **not** be included as part of an approved summer school program:

- Athletic practices
- Body conditioning
- Cheerleading or gymnastics clinics
- Computer camps
- Recreation programs
- Study hall
- Team sports
- Tennis
- Tuition-based activities
- Weightlifting
- Fee-based activities (school or provider)
- Community-based public, private or other non-academic programs
- HS PE classes with no credit towards graduation
- Band/vocal/instrumental music practices or camps

Partnering With Community Summer Programs

LEAs are encouraged to share information with students and parents regarding the availability of other summer programs and opportunities offered by public and private agencies.

While students may benefit from such other summer programs, LEAs may **not** partner or contract with those agencies for Average Daily Attendance (ADA) purposes if the program is:

- an activity that students are able to enroll and participate in independently of the LEA;
- a day-care service;
- an educational course/activity that is not offered by the LEA during the regular school year;
- a fee or tuition-based service or activity;
- a body conditioning, weightlifting, football or other team sport program;
- a grade 9-12 PE course that does not qualify for credit counting towards graduation;
- a summer camp;
- an entity that primarily operates to provide non-academic, recreational, and field trip activities;
- an activity that does not require a Missouri certified teacher;
- part of another LEA's summer program;
- not offered on a first-come, first-serve basis;
- fully funded by federal monies; or
- an activity that is otherwise defined as unallowable.

Service Provider

ADA reimbursement to LEAs for the costs of partner services is limited to only those attendance hours that students are in class under the direct supervision of an instructor holding a valid Missouri teaching certificate. In order to be approved for ADA, an LEA must submit to DESE at desesummerschool@desse.mo.gov a description of the proposed summer school partnership no later than **June 2, 2023**. The program description must include the name, address and contact of the partner agency; the education service(s) to be provided; the approximate enrollment in the activity; and the proposed dates of services.

Grade Level

Permission from DESE is required to include grade levels in a summer school program that were **not** served by the LEA during the regular school year. LEAs wishing to add grade levels for summer school must supply a written rationale verifying the need, as well as the capacity and other resources to adequately serve the new population. For more information, please contact the Dale Wimer in the School Improvement Section at 573-751-3190.

Summer school is considered the beginning of the **2023-2024** school year. LEAs should report students receiving high school credit in the class that the credit is given when completing the MOSIS June Summer Course Assignment file. When an elementary or secondary class is made up of students in only one grade, it is appropriate to report the class as grade 3, grade 7, or other single grade that is reflective of the class. If there are children in more than one grade in an elementary classroom, report the grade that best identifies the majority of the students. For students in more than one grade in a secondary classroom, report the level at which the instruction is being delivered. Please use the Grade Level indicators in Table 1 when completing the MOSIS June Summer Course Assignment file:

	Indicators
K	Kindergarten: Limited to students who will be eligible to attend kindergarten in the fall of 2023. Report children who were in kindergarten during the 2022-23 school year as first graders. Only prekindergarten students who turn five by August 1 can be claimed for summer school and would be reported as kindergarten students per (Section 160.053, RSMo).
1-12	Grades 1-12: Report one specific grade level.
13	High School: Any combination that includes grades 9-12 or 7-12 in a high school building. Typically used to report physical education, art, music, practical arts, career education, and elective classes composed of students in several different grades.
14	Junior High: Any combination that includes only grades 7-9. Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
15	Middle School: Any combination that includes only grades 4-8. Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
16	Elementary: Any combination that includes only grades K-8. Use only when reporting an elementary class with one of the following course code numbers: 024100 art, 126900 vocal music, 086000 physical education, 991100 computer literacy, 991010 exploratory and enrichment, and 990808 gifted. Do not use when two or more regular elementary classes are combined.

Table 1

High School Credit

LEAs have the choice to offer high school courses for credit and some courses for no credit in an approved summer school program. Please note:

- LEAs may grant credit for courses offered at no cost to the students.
- High school credit may be granted for driver education classes offered free of charge. This includes all basic essentials of the class.
- Summer school PE hours that do not count as credit toward graduation are not allowed when calculating an LEA's ADA, pursuant to [Section 163.011\(2\), RSMo](#).

Credit Recovery

Credit Recovery provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. LEAs should only offer credit recovery when a student has a reasonable chance to complete the unfulfilled requirements of a course within the summer school session. Otherwise, the student must repeat the complete course. The regular school year teacher must outline the deficiencies the student must complete in order to receive credit for the class. The summer school teacher then acts as a monitor, or resource teacher, to students in the class as they work to complete the required assignments. Because students in the class may be working in a variety of subject areas, the supervising teacher in a credit recovery class may hold any valid Missouri teacher certificate. Summer school credit-recovery classes must occur between the approved start and finish dates. Students who successfully complete their assignments before the end of the summer session may be awarded the deficient credit(s) and be released.

End-of-Course Assessments (EOC)

All required EOCs will be available during the 2023 summer school session. The summer EOC testing window will be June 6 – July 28.

Extended School Year

The curriculum provided for students with disabilities in an ESY program must be consistent with the needs of the students as determined by the IEP team and the student's IEP. See [Appendix A](#) for additional information.

Virtual and Electronic Programs

LEAs may elect to use virtual and/or electronic programs or other methods to deliver academic content during the summer school session. LEAs must report teacher assignment, teacher certification, and MOSIS reporting for virtual and/or electronic courses in accordance with the guidelines set forth in [Exhibit 34](#) of DESE's Core Data/MOSIS Manual. Missouri Course Access and Virtual School Program (MOCAP) courses are available during an LEA's summer school session. Please note that under [Section 161.670, RSMo](#), which governs MOCAP, there is no provision for open enrollment, so any offerings are restricted to resident students only. The MOCAP enrollment window and summer term dates are determined by the LEAs. LEAs must assure that locally developed virtual classes are aligned with the MLS, comply with state requirements for teacher certification, and ensure the virtual program meets the standards from [Section 162.1250 RSMo](#):

1. The virtual course or virtual program utilizes appropriate content-specific tools and software;
2. Orientation training is available for teachers, instructors, and students as needed;
3. Privacy policies are stated and made available to teachers, parents/guardians, and students;
4. Academic integrity and internet etiquette expectations regarding lesson activities, discussions, electronic communications, and plagiarism are stated to teachers, instructors, and students prior to the beginning of the virtual course or virtual program;
5. Computer system requirements, including hardware, web browser, and software are specified to participants;
6. The virtual course or virtual program architecture, software, and hardware permit the online teacher or instructor to add content, activities, and assessments to extend learning opportunities;
7. The virtual course or virtual program makes resources available by alternative means, including but not limited to, video and podcast;
8. Resources and notes are available for teachers and instructors in addition to assessment and assignment answers and explanations;
9. Technical support and course management are available to the virtual course or virtual program teacher and school coordinator;
10. The virtual course or virtual program includes assignments, projects, and assessments that are aligned with students' different visual, auditory, and hands-on learning styles;
11. The virtual course or virtual program demonstrates the ability to effectively use and incorporate subject-specific and developmentally appropriate software in an online learning module; and
12. The virtual course or virtual program arranges media and content to help transfer knowledge most effectively in the online environment.

Instructional Activities

Special instructional activities, such as guest speakers, outdoor learning activities, and other non-traditional instructional activities not possible during the regular school year, are encouraged in approved summer school programs. LEAs must request special approval from DESE for extended off-campus activities.

Field Trips

Field trips are permitted as a special exploratory educational experience for students during summer school, but cannot be provided on a daily basis as a stand-alone course. Please note:

- Field trips conducted outside of the regular school day or calendar (afterschool or on weekends) cannot be counted for ADA purposes.
- Eligible attendance hours for state aid purposes for field trips are limited to the length of the normal school day. For example, if a field trip requires eight clock hours to complete but the length of the normal summer school day is four hours, only four clock hours of attendance may be claimed for each participating student for state aid purposes.
- State transportation aid for field trips is not allowed.

School Health Services

DESE encourages school health services for summer school pupils, but does not require them.

Planning Time

DESE recommends planning time for teachers teaching more than four hours per day in summer school. LEAs should **not** report planning time in the MOSIS June Summer Course Assignment file.

Teacher Certification

All teachers employed in an approved summer school program must hold a valid Missouri teaching certificate during their teaching assignment. This certificate must be at the proper level and in the content area for the summer teaching assignment. Please refer to [Exhibit 10](#) of the Core Data/MOSIS Manual for specific certification requirements. Teachers whose certificates have expired do not hold a valid certificate. Expired certificates must be renewed prior to the start of the summer session in order for the class to qualify for state aid. Also, if recent graduates or out-of-state teachers are employed as summer school teachers, the LEA must secure a substitute or provisional teacher certificate for them. Failure to do so will result in disapproval of ADA of students enrolled in classes taught by teachers not holding a valid certificate.

Reading Remediation

Course Code 054841 (Reading) may be used to report reading remediation as required by [Section 167.645, RSMo](#). For additional information on certification requirements, please see the [MOSIS/Core Data Manual](#), Exhibit 10 and Exhibit 15.

Core Data/MOSIS Requirements – June Cycle Reporting

LEAs must submit summer school course assignments for teachers through MOSIS in the June Summer Course and Student Assignment file. Once the MOSIS submission is certified, it will populate the information on Screen 24 as part of the June Cycle of Core Data. This data submission is due no later than **June 30**. Please refer to [Appendix C](#). Please note:

- Administrators, librarians, counselors, and regular classroom aides are **not** required to be reported in the June Cycle submission; secondary staff assignments must be reported using course titles and numbers included in the Core Data/MOSIS Reference Manual, [Exhibit 10](#).
- Elementary courses should not be reported using specific course codes. They should be reported on Core Data as general elementary classes at the grade level at which they are being taught.
- Course codes should only be used at the elementary level to report art (024100), music (126900), physical education (086000), and computer literacy (991100).

State Aid and Other Payments for Summer School Programs – Fees

In general, LEAs may not charge fees of any type for schoolwork for which academic credit is granted. Therefore, fees may not be charged for a state-approved summer school program or ESY program. Charging fees for any part of the program will disqualify the entire program for state funding. State aid **cannot** be claimed for resident or nonresident pupils if tuition and fees are charged. Please refer to [Appendix H](#).

Membership and Attendance – Resident Students

Summer school attendance hours counted for state aid purposes in accordance with [Section 163.011, RSMo](#) as resident pupils eligible for admission to kindergarten in the next fall term (if the pupil will reach the age of five by **August 1, 2023**, pursuant to [Section 160.053, RSMo](#)), through the earlier of age 21 or the completion of grade 12.

Every student must be assigned a MOSIS ID before the LEA is able to submit information in the June Summer Course Assignment and Student Assignment file including each student enrolled in the LEA's summer school. LEAs must keep individual membership and attendance records by the clock hour for summer school programs. Summer school attendance records shall be audited as required by law.

LEAs must report summer school membership hours for the same pupils for whom summer school attendance hours are maintained. The membership hours are the maximum hours all students enrolled in summer school could attend if all students had perfect attendance for their enrollment. Membership hours are not used in state aid calculations. A student cannot have more attendance hours than hours possible in the approved summer school session.

Membership and Attendance – Nonresident Missouri Students

LEAs may provide summer school services to nonresident Missouri students [Section 167.227, RSMo](#). Under the provisions of this section, LEAs conducting approved summer school programs may, at their option, allow attendance by students from other Missouri LEAs, or may limit their program to resident students. If students from other Missouri LEAs are allowed to attend the summer school program, the LEA must select one of the following methods for receiving compensation for providing this service:

- Charge tuition for all nonresident students based on the number of classes and/or hours of instruction involved in the nonresident student's summer school schedule. The LEA providing the summer program would not be eligible to claim state aid for these students. The LEA of residence, however, under an inter-district/charter school agreement, may claim state aid for these students in order to help defray the tuition paid to the LEA providing the summer school service; or
- Allow all nonresident students to attend on a tuition-free basis and claim the attendance hours generated by these students for state aid purposes as though they were resident students. No tuition may be charged to parents or other LEAs for these students.

LEAs may give priority to resident students in their summer school program or limit the number of nonresident students they enroll in their program. Students may only enroll and attend summer school classes in one LEA.

Summer programs funded wholly by federal money, including ESSER, may not serve students from other LEAs.

Summer School Attendance – Multi-District/LEA Enrollment Prohibited

Students may enroll and attend summer school classes in only one LEA. [Section 167.227, RSMo](#) states, "No pupil shall attend summer school classes in more than one district during any one summer." Hours of attendance for any student that attends more than one summer school in the same calendar year may be claimed by the LEA that was attended first. LEAs that offer summer school should implement a process to determine whether students have been previously enrolled in another approved summer school in that year.

Charters and Nonresident Students

During summer school only, charter schools may provide services to Missouri students who are residents in districts other than the school district in which the charter school exists. Charter schools may not charge tuition. Charter schools will receive state aid for these services, but will not receive local effort from the district in which the charter is located. Charter schools are required to report nonresident students. All other requirements for the provision of summer school services that apply to traditional LEAs also apply to charter schools.

Attendance Records and Reporting

LEAs operating state-approved summer school programs must maintain student attendance records in order to qualify for state aid. Attendance records for individual students must be maintained by the clock hour in a manner that can be audited. At the conclusion of the summer program, the attendance data for all students must be summarized and submitted to DESE via MOSIS in the August Enrollment Attendance file which will populate Screen 16 of the August cycle of Core Data (due **August 15**).

Payment for Virtual Courses

[Section 162.1250 RSMo](#) allows school LEAs to receive state school funding for resident students who are enrolled in the LEA and who are taking a virtual course offered by the LEA. In order to receive summer school funding, virtual classes must meet the following requirements:

- The virtual classes are included in the approved summer school plan;
- The major portion of the clock hours of instruction must be in core academic areas; and
- The LEA employs a contact teacher with a valid Missouri teaching certificate assigned to interact with students of virtual courses.

For additional information, please see [Attendance Reporting](#).

Attendance Hours are claimed as follows:

Type of Course	Student Placement	LEA Hours of Reimbursement for Finance
Virtual - including <ul style="list-style-type: none"> • MOCAP • LEA-developed course • Commercial course approved by LEA 	Onsite	<ul style="list-style-type: none"> • Actual attendance
Virtual - including <ul style="list-style-type: none"> • MOCAP • LEA-developed course • Commercial course approved by LEA 	Offsite	<ul style="list-style-type: none"> • 94% of attendance hours possible for similar non-virtual course if student completes the course • 47% of attendance hours possible for similar non-virtual course if student completes half of the course • 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
MOCAP <ul style="list-style-type: none"> • A+ Candidate • Only high school 	Offsite	<ul style="list-style-type: none"> • 95% of attendance hours possible for similar non-virtual course if student completes the course • 47% of attendance hours possible for similar non-virtual course if student completes half of the course • 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
MOCAP <ul style="list-style-type: none"> • A+ Candidate • Only high school 	Onsite	<ul style="list-style-type: none"> • Actual attendance

Table 2

Transportation

Pupil transportation for a regular summer school program is not approved for state funding, but may be provided at LEA expense. Some federal programs allow funds to be used for transportation. Consult the guidelines for those programs. Please refer to “Summer School Transportation” in [Appendix F](#).

School Food Services

School food services for summer school pupils are encouraged but not required. Please refer to “Summer School Child Nutrition Programs” in [Appendix G](#) for additional information.

For additional information related to state aid payments, please see sources below:

- **Summer School Finance/State Aid** – [Appendix E](#).
- **Extended School Year Finance/State Aid** – [Appendix A](#).

APPENDIX A

Special Education Extended School Year Services

Extended School Year (ESY) for Students With Disabilities

Local Education Agencies (LEAs) are required to provide ESY services for students with disabilities when the student's Individualized Education Program (IEP) team has determined that such services are required to provide the student a Free Appropriate Public Education (FAPE). ESY programs and regular, approved summer school programs are separate and distinct programs. Summer school is designed to benefit all students usually through regular curriculum enrichment activities, while ESY is special education and related services that are provided to a student during breaks in the school year to mitigate regression in skills and reduce the amount of recoupment needed for the student when school resumes. In implementing the requirements for ESY, a public agency may not limit ESY services to particular categories of disability or unilaterally limit the type, amount or duration of these services.

Eligibility

In order to be eligible for funding of ESY services, LEAs must have a policy that governs eligibility for extended school year services. This LEA policy must include the following components:

- Processes and procedures used by the IEP team for determining, for each individual student, whether or not special education and related services are required for the provision of FAPE to the child during school breaks;
- Processes and procedures for documenting ESY eligibility predicated on regression/recoupment criteria (If regression/recoupment is used for determining eligibility, both actual and predicted regression/recoupment must be considered);
- Processes and procedures for documenting the IEP team's decision regarding the determination of a student's need for ESY service in the student's IEP; and
- Processes and procedures used to determine and document the type of special education and related services and their frequency, intensity, and duration shall be determined by the IEP team and documented in the IEP.

State Aid

An ESY program is exempted from the 120 clock hours of instruction for a minimum summer offering. However, LEAs may use ESY hours in conjunction with regular summer school hours to meet the minimum 120 clock hours for the minimum summer offering. When extended school year services are **not** provided in conjunction with the LEA's regular and approved summer school program, the LEA will receive regular state aid as described in [Appendix E](#) "Summer School Finance" for the students receiving ESY services.

Transportation

Extended school year programs for students with disabilities are eligible for state transportation funding. Please refer to "Summer School Transportation" in [Appendix F](#) for information relating to transportation.

Transportation for Early Childhood Special Education (ECSE) ESY

ECSE ESY services and transportation are reimbursed through a Final Expenditure Report (FER) and not through State Aid/Transportation Aid. ECSE ESY expenditures must be recorded to function code 2559 in the Annual Secretary of the Board Report in addition to being reported on the ECSE FER in order to be reimbursed.

Additional Resources from the Office of Special Education on ESY:

- [Myth of the Month, May 2021: Extended School Year](#)
- [Zoom Training Video, February 2021: Extended School Year](#)
- [Zoom PowerPoint Slides, February 2021: Extended School Year](#)
- [Extended School Year Q & A, February 2021](#)

APPENDIX B

Core Data Screen 24A – Summer School Application

The Summer School Application, Screen 24A, is made available to Missouri LEAs to apply for approval to operate a state-funded summer school program. The information must be complete by **June 2** of the year the summer session is to be held. All approved LEAs that offer summer school programming must also provide information specific to their program as part of the MOSIS June Summer Course Assignment submission.

Screen 24

Status : OPEN

SUMMER SCHOOL DIRECTOR INFORMATION

First Name	Last Name	Phone Number	Email Address

PROGRAM INFORMATION

Line Number	Program Location by School Name/School#	ESSER Yes No	Estimated Enrollment	Grade Span	Open Date MM/DD/YYYY	Close Date MM/DD/YYYY	Days Not in Session	Total Days in Session	Hours Per Day	Total Hours in Session	Delete
-	--Select a Value--	<input type="radio"/> Yes <input type="radio"/> No									
-	--Select a Value--	<input type="radio"/> Yes <input type="radio"/> No									
-	--Select a Value--	<input type="radio"/> Yes <input type="radio"/> No									
-	--Select a Value--	<input type="radio"/> Yes <input type="radio"/> No									

Summer School enrollment exceeds Regular Year enrollment: ☐ Yes ☐ No

Service Provider: ☐ Yes ☐ No

Offsite Location: ☐ Yes ☐ No

Comments:

DESE Comments:

☐ The LEA has read and agrees to abide by the Summer School Handbook , including the preface regarding ESSER funded summer programs.

Figure 1

For additional information, please see: [Screens 24 and 24A - Summer School Application](#) in the Core Data/MOSIS Manual

APPENDIX C

Core Data Screen 24 – Summer School Courses and Enrollment

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the LEA's state-funded summer school program and each certificated staff person, as well as each specifically funded aide participating in the program. These data, along with information submitted on the Application for Summer School Approval-Part I (Screen 24A), will be reviewed to determine the status of the LEA's state-funded summer school program.

Please refer to the Application for Summer School Approval submitted to the Department of Elementary and Secondary Education on **June 2** when completing the MOSIS June Summer Course Assignment and Summer Student Assignment submission. When the MOSIS submission is certified, Screen 24 will be populated.

The screenshot shows the Missouri Department of Elementary and Secondary Education logo at the top left. Below it, there are input fields for 'District:', 'Year:' (with a dropdown arrow), and 'School No./Name:' (with a dropdown arrow). A status message reads: 'Status: OPEN-Cycle is available for data entry.' Below these fields, the 'Location:' is set to 'Core Data Collection - June Cycle - 24 Summer School Courses & Enrollment'. A red arrow points to a 'Screen 24A' button. The main part of the screen is a table with the following columns: Line, SSN, First Name, Last Name, Position, Course/Name, Grade, DS, Enroll, Hours, Credit, and CC. The table has 7 rows, each with a line number from 1 to 7. Below the table, there is another 'Screen 24A' button. At the bottom, there is an email address 'Email: coredata-mosis@dese.mo.gov' and a footer bar with the text 'Current User: Last Modified User: Last Modified Date: Improving Lives through Education'.

District: _____

Year: Status: OPEN-Cycle is available for data entry.

School No./Name:

Location: Core Data Collection - June Cycle - 24 Summer School Courses & Enrollment

Screen 24A

Line	SSN	First Name	Last Name	Position	Course/Name	Grade	DS	Enroll	Hours	Credit	CC
1											
2											
3											
4											
5											
6											
7											

Screen 24A

Email: coredata-mosis@dese.mo.gov

Current User: Last Modified User: Last Modified Date: Improving Lives through Education

Figure 2


APPENDIX D

Core Data Screen 16 – Enrollment, Membership and Summer School

Actual summer school attendance, membership, and actual extended school year attendance are reported on an hourly basis on this screen. When the August Student Enrollment and Attendance file is submitted and certified in MOSIS, Screen 16 will be populated.

August Cycle

Summer School membership counts are reported on this screen by attendance center by grade.



District: Select a District

Year: Status: OPEN-Cycle is available for data entry.

☒ Number ☐ Name

School: Grade:

Location: Core Data Collection - August Cycle - 16 Enrollment, Membership and Summer School

Populated from MOSIS August Cycle

Summer School Hours Just Completed (August Cycle)

	Regular	Deseg In	Fed Lands	Total	Deseg Out
Attendance					
Membership					
Attendance Adjustment					
ESY Hours					

September Enrollment (October Cycle)

	Black	White	Hispanic	Asian	Indian	Pacific Islander	Multi Racial	Total	Resident	N-Resident
Male										
Female										
Total										

September Membership By County (October Cycle)

County	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
Total						

January Membership (February Cycle)

	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
January Membership						

Email: coredata-mosis@dese.mo.gov

Current User: Last Modified User: Last Modified Date:

Improving Lives through Education

Figure 3

For additional information, please see: [Screen 16 - Enrollment, Membership, and Summer School](#) in the Core Data/MOSIS manual

APPENDIX E

Summer School Finance

To qualify for state aid, a regular summer school program must provide at least 120 clock hours of instruction. The exception is an ESY for special education students, which has no specific requirement of clock hours.

The attendance of a summer school pupil is a fraction of a regular school term full time equivalent (FTE). The summer school ADA is calculated by dividing the total summer school attendance hours by the minimum regular school term of 1,044 hours. The easiest illustration is to assume one student attended all 120 hours of a 12-hour summer school session. The FTE in this example would be .1149, which is computed by dividing 120 by 1,044. Thus, it would take approximately nine summer school students with perfect attendance to equal one regular-term FTE pupil.

Summer School for the 2022-23 Payment Year

For the 2023-24 Basic Formula payment, the 2023 summer school ADA will be added to the highest of the current year's estimated weighted average daily attendance (2023-24), the first preceding year's weighted average daily attendance (2022-23), or the second preceding year's weighted average daily attendance (2021-22).

The 2023-24 Proposition C payments will be based on the 2022-23 weighted average daily attendance (using the 2022 summer school data once).

Revenues generated by a summer school program are included in the total payments made to a school district for Basic Formula and Proposition C. **No separate payment or payment transmittal designation is made for summer school.**

The following section provides an example for computing revenues attributed to summer school.

Summer School Revenue Calculations

School districts may use the following information to estimate summer school revenues for budget purposes. Remember, since the actual payment amounts may vary as payment information is updated throughout the year, it is important to monitor changes to estimated receipts and adjust the district's budget accordingly.

ESTIMATED SUMMER SCHOOL AVERAGE DAILY ATTENDANCE SAMPLE CALCULATION

Summer school enrollment	200
Maximum hours of attendance possible	175 students @ 120 hours = 21,000 25 students @ 60 hours = 1,500
Total hours of attendance possible	22,500
Historic summer school attendance	.92
Projected summer school attendance	$22,500 \times .92 = 20,700$
Projected summer school ADA	$20,700 \div 1,044 = 19.83$

Table 3

ESTIMATED BASIC FORMULA REVENUE CALCULATION (School Districts) Calculated for School Year 2023-24

Complete the Basic Formula Calculation worksheet at <http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools> with and without summer school ADA.

Estimated Basic Formula payment including the projected summer school ADA	
Minus Estimated Basic Formula payment excluding projected summer school ADA	
Estimated Basic Formula Revenue attributed to summer school	

Table 4

ESTIMATED SUMMER SCHOOL PROPOSITION C REVENUE

Projected summer school ADA x Estimated Prop C Amount per WADA**	
Estimated Proposition C Revenue	

Table 5

**Refer to the Monthly Financial Memo under sections titled Budget Estimates for the year for which this calculation is performed

TOTAL ESTIMATED SUMMER SCHOOL REVENUE

Basic Formula Estimate	
Prop C Estimate	
Total Estimated Summer School Revenue	

Table 6

APPENDIX F

Summer School Transportation

State transportation reimbursement is paid to LEAs for costs incurred transporting eligible students to and from school **only** during the regular school term. The only exception to this is the costs incurred transporting students with disabilities. If a student's IEP requires the student to be transported, or if the IEP requires summer school, or ESY services to be provided, those miles would be considered eligible route miles. For more information please see the [Missouri State Transportation Aid Document Preparation Manual](#).

Sections 162.710, 163.161, 167.231, 167.241, and 178.510, RSMo provide authority for reimbursement for transportation services to and from school only during the school term as defined in Sections 160.011 (9) and 171.031, RSMo.

Provisions for Extended School Year Transportation (ESY) of Students With Disabilities

To receive reimbursement for extended school year transportation for students with disabilities, the following criteria must be met:

- Students with disabilities route miles should be included on the [Application for State Transportation Aid](#) under Section III-Mileage Data, Eligible Route Miles, and Students with Disabilities Approved Miles. If disabled and non-disabled students are transported on the same route, only the miles for students with disabilities should be reported as approved route miles. The difference between the students with disabilities approved route miles and actual miles traveled must be reported as disapproved route miles on the [Application for State Transportation Aid](#) under Section III-Mileage Data. Ineligible Miles should be reported on the [Application for State Transportation Aid](#) in the same year as the costs are reported on the Annual Secretary of the Board Report (ASBR).
- Costs for transporting students with disabilities not paid for with other specific funds such as relief funds or special education funds must be coded on the ASBR in Function 2553, 2554, or 2556. If both categories of pupils (disabled/non-disabled) are transported on the same route, the cost for the route must be prorated on a per-student basis to the appropriate category on the ASBR. The prorated costs for the disabled portion of the route should be coded as students with disabilities transportation (Function 2553, 2554, 2446), while remaining cost should be coded to regular transportation (Function 2551, 2552, or 2555). If the cost for transporting students with disabilities is paid for with other specific funds such a relief funds or special education funds, then the cost must be coded on the ASBR Function code 2558 and the miles are NOT reported on the Application for State Transportation Aid.
- ECSE ESY transportation should not be included on the application. These expenditures must be coded on the ASBR on Part III-B in Function 2559 and on the ECSE Final Expenditure Report (FER).

Regular Summer School Transportation Expense

Expenses for transporting students to and from summer school programs (excluding approved students with disabilities programs) not paid for with other specific funds such as relief funds, Title funds, or homeless funds, etc. must be reported on the ASBR in Function 2551, 2552, or 2555 and the miles reported as Ineligible-Disapproved on the Application for State Transportation Aid. If the cost for transporting students is paid for with other specific funds such as relief funds, Title funds, or homeless funds, etc., then the cost must be coded on the ASBR Function code 2558 and the miles are NOT reported on the Application for State Transportation Aid.

APPENDIX G

Summer School Child Nutrition Programs

Local education agencies (LEAs) that operate a summer school program offering regular credit may also extend the services of the school lunch and/or school breakfast programs to attending students. Federal assistance is extended to the LEA through various programs to provide meals during the summer. It must be understood that federal funds may be used to cover only one of the options offered for lunch and/or breakfast programs.

Listed below are the options for feeding children during the summer:

1. **Regular National School Lunch/Breakfast Programs:** If the school site restricts meal services to only enrolled students – the summer school enrolled students – then the summer-school-only sites must operate under the National School Lunch/School Breakfast Program (NSLP/SBP) regulations. The meal must be recorded in the appropriate meal eligibility category, i.e., free, reduced price, and paid. NSLP/SBP rates of reimbursement will apply. Claims for reimbursement must be submitted via the web to The Missouri Department of Elementary and Secondary Education (DESE).
2. **The Seamless Summer Option (SSO):** SSO is operated under the NSLP/SBP guidelines and is administrated by DESE. The purpose of SSO is to feed all children in low-income areas during the summer months. Pre-approval by DESE prior to operation of each site is required to verify individual site eligibility. Applications are available in March via the DESE Web Applications Login Page. Once approved, LEAs serve meals free of charge to children based on their site type. LEAs operating open sites must be located in needy areas where 50 percent or more of the children qualify for free or reduced price school meals. An open site serves all children through age 18 at an area eligible site. Meal services for summer school sites must also be open to all children, 18 years and under, in the community. The meal services cannot be limited to just summer school students, and the availability of meals to all children in the community must be advertised. Closed sites serve only children who are enrolled in a specific program or activity (excluding academic summer schools), provided that at least 50 percent of the children enrolled in these sites qualify for free and reduced price school meals. All meals must be served free and will be reimbursed at the free reimbursement rate of the NSLP/SBP.

SSO claims must be submitted via the web to DESE separate from the claims for the regular school term. For example, if the LEA's regular term ended in June and summer school began in June, the LEA would complete a regular term June reimbursement claim and a summer school term June claim. The two claims would be combined for payment purposes. Approval of an open site is effective for five years. Closed enrolled site eligibility must be re-determined each year.

3. **Summer Food Service Program (SFSP):** The Department of Health and Senior Services (DHSS) administers the SFSP. Similar to SSO, sites are area eligible where at least 50 percent of the children at the school qualify for free or reduced price meals or at least 50 percent of the children enrolled in the site's food program qualify for free or reduced price school meals. Site eligibility determinations are made by DHSS and are good for five years. The meal service must be open to all children, 18 years and under, in the community, and the availability of the meals to all children in the community must be advertised. The SFSP regulations and reimbursement rates (which are higher than NSLP/SBP rates) apply.

Schools that have participated in SSO in the past may complete a user-friendly online application with the DHSS for the SFSP, and claims for reimbursement are submitted via the web to the DHSS.

LEAs may also participate in the After School Snack Program for students enrolled in summer school if the LEA sponsors or operates an after school care program. The program must

- provide children with regularly scheduled activities in an organized, structured, and supervised environment;
- include educational or enrichment activities;
- serve students snacks that comply with USDA meal pattern requirements; and
- operate after the summer school day ends.

APPENDIX H

Charging Fees and Issuing Credit for Summer School Attendance

Three important issues need to be addressed in considering the question of whether or not fees can legally be charged for summer school attendance by LEAs:

- Section 1(a), Article IX, of the Missouri Constitution states: “A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the general assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law.”
- In the Missouri Supreme Court case entitled *Concerned Parents v. Caruthersville School District 18* (sup. 1977) 548 S.W.2d 554, it was stated: “Even if registration fees and course fees charged by public school districts were so small as to be de minimus, that fact would not excuse a violation of the prohibition of this section against a public school district charging registration or course fees in courses for which academic credit is given.”
- In Attorney General Opinion No. 66, issued March 7, 1973, the attorney general reviewed the legal implications of a school charging a fee for summer school or night school where the course work is given for academic credit. The opinion was that a district may not charge fees for summer school or night school to residents of the school district under twenty-one years of age.

In evaluation of the legal implications of these issues, it would appear that under the Missouri Constitution and present state statutes, it would not be legal for a local public school district to charge a fee for resident students for summer school work for which academic credit would be granted by the local public school system.

APPENDIX I

Summer School Cooperative Education

Summer School Program Requirements

The purpose of offering Cooperative Career Education (CCE) during summer school is to provide students participating in these programs with supervision and support during the summer months. Summer school should serve as a bridge between enrollment and training station placement in the spring, and the start of classes in the fall. Students may earn one-half unit of credit for cooperative education during the summer.

Off-campus activity in the form of work-based learning or employment must adhere to the [Fair Labor Standards Act](#).

As with work-based learning activities through a CCE program offered during the fall and spring semesters, summer school activities must meet the common criteria and quality indicators established and approved by the Office of College and Career Readiness, Career Education Unit. The program incorporates real world work experience and learning into the student's academic experience.

(UPDATED 2022) Requirements

- Summer School CCE can only be offered as part of a career education program that has been approved by DESE's Office of College and Career Readiness, Career Education Unit;
- The district's summer school program must be approved by DESE;
- A properly certificated teacher must be employed to supervise the program;
- Students must be enrolled in a CCE program for the following fall;
- Students must complete at least 148 clock hours of supervised employment;
- Students must complete at least 12 hours of related summer school classroom instruction; and
- There must be a written instructional plan that sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria. Students may or may not receive pay. The employment relationship must be established for off-campus experience as part of Cooperative Career Education programs.

Reporting

- Report 60 hours in HRS column on Screen 24 Core Data.
- Use the following course codes:
 - 040081 Supervised CCE
 - 040003 CCE 1
 - 040004 CCE 2

APPENDIX J

ESSER Summer School Attendance – Reporting Guidelines

LEAs that operate summer programs fully funded by ESSER are to report students who attended in the August MOSIS File with ZERO attendance hours. Please see the examples and guidance below for the proper reporting of ESSER participants.

For summer school programs paid for with local or state funds students should be reported similar to past years.

Resident student attending summer school at the resident district:

AttendingDistrictCode	=	Resident District Code
ReportingDistrictCode	=	Resident District Code
ResidentDistrictCode	=	Resident District Code
ResidencyStatus	=	RI
SummerAttendance	=	Equals the hours attended
SummerMembership	=	Equals the hours possible
AttendingDistrictCode, ReportingDistrictCode, and ResidentDistrictCode must equal.		

Table 7

Resident student attending summer school at a private school paid for by the resident district:

AttendingDistrictCode	=	Appropriate Non-Public Code
ReportingDistrictCode	=	Resident District Code
ResidentDistrictCode	=	Resident District Code
ResidencyStatus	=	R2
SummerAttendance	=	Equals the hours attended
SummerMembership	=	Equals the hours possible
ReportingDistrictCode and ResidentDistrictCode must equal.		

Table 8

Nonresident student attending summer school at the district paid for by the nonresident student's resident district:

AttendingDistrictCode	=	Reporting District Code
ReportingDistrictCode	=	Reporting District Code
ResidentDistrictCode	=	Nonresident Students Resident Dist. Code
ResidencyStatus	=	NR
SummerAttendance	=	Equals the hours attended
SummerMembership	=	Equals the hours possible
AttendingDistrictCode and ReportingDistrictCode must equal. ResidentDistrictCode is different.		

Table 9

Nonresident student attending summer school at the district no payment:

AttendingDistrictCode	=	Reporting District Code/AttendingDistrictCode
ReportingDistrictCode	=	Reporting District Code/AttendingDistrictCode
ResidentDistrictCode	=	Reporting District Code/AttendingDistrictCode
ResidencyStatus	=	R1
SummerAttendance	=	Equals the hours attended
SummerMembership	=	Equals the hours possible
AttendingDistrictCode, ReportingDistrictCode, and ResidentDistrictCode must equal.		

Table 10

For summer school programs fully paid for with ESSER Funds students should be reported as follows.

Resident student attending summer school at the resident district:

AttendingDistrictCode	=	Resident District Code
ReportingDistrictCode	=	Resident District Code
ResidentDistrictCode	=	Resident District Code
ResidencyStatus	=	R1
SummerAttendance	=	Zero attendance hours
SummerMembership	=	Equals the hours possible
AttendingDistrictCode, ReportingDistrictCode, and ResidentDistrictCode must equal.		

Table 11

Resident student attending summer school at a private school paid for by the resident district:

AttendingDistrictCode	=	Appropriate Non-Public Code
ReportingDistrictCode	=	Resident District Code
ResidentDistrictCode	=	Resident District Code
ResidencyStatus	=	R2
SummerAttendance	=	Zero attendance hours
SummerMembership	=	Equals the hours possible
ReportingDistrictCode and ResidentDistrictCode must equal.		

Table 12

Nonresident students are not allowed to attend an ESSER funded summer school program.

APPENDIX K

Summer School Timeline

Please note the following important 2023 Summer School deadlines:

DUE DATE	Item(s)
April 30	ESEA Title I.A Summer School Plan - please see the contact information on the Federal Programs Website
June 2	Regular and ESSER Summer School Applications (Core Data Screen 24A) (instructions -- Appendix B) Partnership description(s), including location, contact(s), educational activity, enrollment, and dates of operation
June 30	MOSIS June Cycle-Summer Course and Student Assignment File
August 15	MOSIS August Cycle-Student Enrollment and Attendance file

Table 13



Office of Quality Schools

573-751-4104

<http://dese.mo.gov>

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.